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**MOTION FOR RELIEF FROM STAY**

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**DOCKETING**

**STEP 1** Click the **Bankruptcy** hyperlink on the ECF Main Menu (See Figure 1)

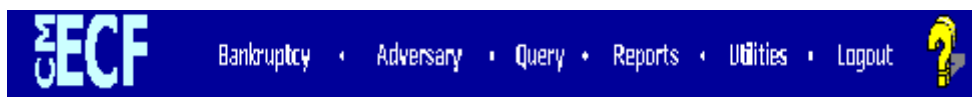


Figure 1

**STEP 2** The **Bankruptcy Events** screen displays.

' Click the **Motions/Applications** hyperlink

**STEP 3** Enter case number; including the hyphen ( YY-NNNNN) Click [NEXT]

**STEP 4** Select **Relief from Stay (fee)** event; click [NEXT]

% **Tip:** Typing the 1<sup>st</sup> letter of the name of the motion/application will bring you to that place in the list. For example, typing “r” brings you to all the motion/applications that begin with the letter “r”.

**STEP 5** Joint Filing with Other Attorney(s), place a checkmark in the box for yes and click [NEXT], if no, just click [NEXT]

% **Tip -** *If the joint filer's name is not listed in the pick list, they will need to file a notice of appearance in the case and then their name will appear in the pick list.*

**STEP 6** The **PARTY/FILER** screen displays.

' Select the filer from the list by clicking on the name. (Skip to **STEP 11** if the party is listed.)

' If the filer is not listed, click the **Add/Create New Party** hyperlink and complete **STEP 6 - STEP 11**.

**STEP 7** The **SEARCH FOR A PARTY** screen displays.

' Enter the last name of the party.

' Click the [**Search**] button.

**STEP 8** The **PARTY SEARCH** results screen displays.

' Select the party's name from the list.

' If the party is not listed, click the [**Create New Party**] button.

**STEP 9** The **PARTY INFORMATION** screen displays.

' Enter the party information.

' **Role type must be Creditor**

' Click the [**Submit**] button.

**STEP 10** The **PARTY SELECTION** screen displays again.

' The added party's name should be highlighted. If it is not, click on the name to highlight it.

' Click the [**Next**] button.

**STEP 11** A **PARTY/ATTORNEY ASSOCIATION** screen displays

' Click the check mark box to associate with the party, if applicable.

' Click the [**Next**] button.

**STEP 12** The **PDF DOCUMENT SELECTION** screen displays

' Click [**Browse**], then navigate to the directory where the appropriate PDF file is located.

' To verify that this is the appropriate document, highlight the document name.

Ž Right Click with your mouse.

Ž Select **open** to view the imaged document.

Ž Click **X** in the upper-right corner to exit to image.

Ž If correct, double-click the PDF file to select it.

' Click [NEXT]

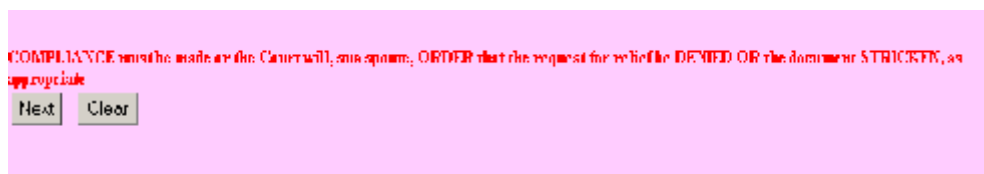
**STEP 13** The **CERTIFICATE OF SERVICE** screen displays

' If the certificate of service is attached to the Motion, insert a “y” in the text box.

% ***Tip - Always use lowercase letters to complete this field. Uppercase letters will be interpreted as a No, and a deadline for the certificate of service will be set.***

' If the certificate of service is not attached to the Motion, insert an “n” in the text box.

< A warning screen will display as follows:



< Next, a **48 Hour Deadline will be set for the filing of the Certificate of Service (COS)**. No other notice will be sent and failure to file the COS within the 48 hours will result in the Motion being stricken from the record.

**STEP 14** **Enter Description of Property (if applicable);** – insert description of property relief from stay sought on; Click [NEXT]

**STEP 15** Objections Due Date defaults to correct date; Click [NEXT]

**STEP 16** The **FILING FEE** screen displays

- ' The Filing fee will automatically default to the applicable amount. All electronic filers are required to pay the filing fee using a credit card. The payment screen will appear at the end of the event.
- ' If you qualify for waiver of the filing fee, choose CONTINUE FILING when the fee collection screen appears at the end of the event. Within 24 hours thereafter, contact the Court's Financial Administrator, April Elderkin, at 401-528-4477 ext. 42 to have the fee removed.
- ' Click [NEXT]

**STEP 17** The **Modify Text Screen** appears. Modify as necessary; Click [NEXT]

**STEP 18** ' The **Final Text Screen** appears. If you need to change something, use the **“Back”** button on your browser to get to the correct screen.

- ' Click [NEXT]

**STEP 19** The **Electronic Payment** screen appears.